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Office Memorandum • UNITED STATES GOVERNMENT

TO : Director of Training
THROUGH : Deputy Director of Training
FROM : Registrar/TR

DATE: 12 February 1958

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SUBJECT: Weekly Activity Report No. 6
5 February - 11 February 1958

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DDA Memo, 4 Apr 77

Auth: DDA REG. 77/178

Date: 00 MAR 1978 By: I. SIGNIFICANT ITEMS:

None

II. OTHER ITEMS:

1. During the past week action has been taken on Agency employees undergoing training at overseas points.

a. Deposits have been made to the bank accounts of

for their return trips to Washington this coming July. These two JOTs will complete the Russian Language Program in June. Because of the heavy tourist travel during the summer months we have found from experience that our people in this program should make the necessary reservations at least six months prior to their departure. The two individuals have been notified of the action taken by this office and are proceeding with the arrangements for their return.

b. FE Division has assisted us in the working out of financial arrangements for an ORR employee engaged in external training

c. This office has taken the necessary action with to reimburse one of their employees taking approved training

d. ORR has requested that some classified documents be forwarded to one of their employees engaged in a language

downgrade the materials prove unsuccessful.

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2. This office has received requests in the past few days for spaces in four military programs: (a) from Security - the Defense Against Methods of Entry Course conducted at Fort Holabird, Maryland; (b) from ORR - the Petroleum Indoctrination Course sponsored by the Military Petroleum Supply Agency at Houston, Texas; (c) from OCI - the East Coast Guided Missile Orientation Course conducted by the Navy at Norfolk, Virginia; and, (d) from Management Staff - the Advanced Work Measurement Seminar conducted by the Army at the Rock Island Arsenal, Rock Island, Illinois. We received a favorable reception from the military components concerned when requesting these slots and have requested in writing the number of slots desired for these four programs.

3. All administrative arrangements are being completed this week for attendance of our candidates in the Advanced Management Programs at the University of Pittsburgh and Harvard. We are arranging to make the tuition payments to the Universities by U. S. Treasury check rather than having the individuals make the tuition payments by personal checks. This worked well for our last candidate at Cornell.

4. The National War College has notified us of the overseas field trips which their students will participate in in May. In March we will initiate the necessary action for our three employees who will participate in these trips.



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6. The last class of the Price Analysis Program sponsored by the Navy locally will begin on 17 February. The Agency received an additional slot for this course since the Office of Logistics had indicated a desire to send additional people. As of 10 February, OL notified us that their additional interested candidates would be unavailable for this course. One employee will attend the course beginning 17 February.

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7. The Executive Officer, Armed Forces Staff College, Norfolk, was notified on 7 February of the "Q" clearance status of our two candidates who reported there during the past week. One of our people has a "Q" clearance, the other does not have one yet. The latter's sponsoring office made the tactical error of withdrawing the clearance papers and the request had to be re-initiated. This will mean that our candidate without the "Q" clearance will not be permitted to attend three sessions the first week of the course.

8. An [] briefing has been scheduled for 12 February at the Pentagon for three Army officers who will be at [] the week of 16 February.

9. In the OTR - IBM Master Code operation we expect to complete our first phase - initial processing of over 25,000 individual training record cards - by 17 February, Monday. Subsequent processing phases - principally that of matching because of name changes due to marriage or agent status - will follow immediately. This week another of our trained crew from OP was assigned elsewhere; we thus have lost four of our original eight. Messrs. [] experts, are giving us excellent support in solving the variety of problems encountered. [] reports this operation is on schedule with our man-hour estimate.

10. Thus far in 1958, we have received 175 requests for external training. This is not an unusual number at this time. Review, coordination, clarification, approval and processing steps have been proceeding normally, with a few exceptions. For example, we have diverted four FDD requests for Bulgarian instruction from Georgetown University, and formed an external class instead with DD/P assistance. If all goes well, the savings will be \$700 and the instruction will be more pertinent to the needs of the individuals. These other thorny cases are requiring real extra work:

From ORR - an apparent routine request for [] to get "thesis" support. Everything is in order, and hews to the line in meeting our stated requirements. Mary [] spent many hours trying to get clarification from Catholic University on their academic fees for research credit and unearthed five alternative ways of charging. It appears now that the [] request includes a charge for residence requirement in connection with his Ph.D., which we should not pay. This case is pretty close to being buttoned up.

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From TSS - a combination of requests for [] who is working on a graduate degree in chemistry. An after-hours course was approved. Then a day-time course was approved. After conversations with [] and reading supporting papers which he made available, I have suggested application for research and thesis credit approval. [] thesis topic suggests that the end-product will be of ideal benefit to the Agency.

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From TSS - a request from [] for an employee to take a DeVry Technical Institute correspondence course. Cost \$650. I have arranged a conference to include Dr. [] the employee's supervisor, and a Commo training representative. The latter's Office made an excellent survey of the correspondence field and may suggest better as well less costly alternatives.

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From SR - a request for [] to obtain tutorial Greek instruction from a Voice of America friend (\$900 worth @ \$4.50 per hour). Arrangements already had LAS O.K. It's chuck full of potentially sticky elements and Chief/LAS has agreed to re-open.

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From OSI - a request was received recently to send [] to the University of Minnesota for the entire academic year 1958-59. "Primary objective - to provide time and facilities for applicant to finish his graduate training. In so doing, applicant would acquire further knowledge in the sciences of direct benefit to his work." I've done nothing on this case so far, except mention to DDTR the coincidence of this request on the heels of the [] case.

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11. We may have given a false priority to some lesser items under the normal guise of day-to-day operations and consequently have not completed two things which we are most anxious to have completed. One of these involves our reorganization and redesignation papers. The present delay is the fault of [] only. The other is our annual call for external training requirements and we're simply behind the schedule we set for ourselves.

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12. During the week 5 February - 11 February 1958, there were 1,076 persons enrolled in OTR conducted courses. The breakdown for enrollment is as follows:

248 enrolled in 45 classes (15 languages) during hours
139 enrolled in 21 classes (9 languages) before hours
192 enrolled in 26 classes (10 languages) after hours
72 enrolled in 3 area courses
310 enrolled in 10 Intelligence School courses
108 enrolled in 6 Operations School courses
7 enrolled in 1 Communism School course



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